Training Strategic Level Working Group
Adopter Subcommittee
Meeting Notes
June 9, 2004

Meeting Date	June 9, 04 10:45 am
Attendees:	**Participants**: Naveen Vinukanda MS, Institute for Cancer Prevention Edwin Quick, MMI, OHSU Cancer Institute David Fenstermacher, Ph.D., U. of Penn **NCI:** Lynette Grouse, Chitra Mohla, M.S., Kim Diercksen **Booz Allen:** Cait Cusack, Anureet Deu
Agenda	• Meeting issues - o Length, frequency, format - o Center roles and participation - o Face-to-face meetings • Architecture Update and Upcoming Compatibility Document • Other issues or concerns
1. Meeting Issues	• Discussed recent meeting issues - o Fewer participants to the calls - o Few volunteers for the work that needs to be done pre-contract signing - o Difficult to proceed given the lack of a compatibility document and the definition of what it means to be caBIG • Suggestions - o Continue calls but keep them short and focus oriented - o Cancel calls if not needed - o Once contracts are signed, centers will be asked to write white papers, SOPs, etc. - o The group should begin thinking of what documents will be necessary for centers to provide to reach our stated goals. This

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	will help expedite the process once contracts are signed
2. Architecture Update and Upcoming Compatibility Document	• Compatibility Document is scheduled to be released June 14th 　○ Document will provide a set of guidelines that various caBIG participants could use to determine the maturity level to which the application is caBIG compliant 　○ The three levels of maturity are bronze, silver and gold 　○ The document will discuss the general definition of each level (1-2 pages) • On June 21at the architecture group will be releasing a white paper outlining the technology data grid • A Grid Prototype presentation will be available on the forum on June 21 and presented on June 24 to the Architecture Workspace • The June 24 teleconference primarily for the Architecture Workspace, but others are welcome to attend • Anyone interested in participating please contact the Working Group Coordinator: Arumani Manisundaram at manisundaram_arumani@bah.com or at (240) 314-5768) to ensure the availability of a line • They will be presenting a proof of concept for a data grid based on OGSA-DAI. Additional information on this can be found on www.ogsadai.org
3. Other issues or concerns	• Deadlines for what we have decided will, by necessity, have to be revised once contracts are signed and work can be assigned • A question was raised about the request for CVs and what they would be used for and how they would be circulated. Discussed that the hope was to better delineate the experience of those working on the caBIG project and that there is no intention to circulate CVs. It was felt that this would not give an accurate picture of who is working on the project since it is not only the POCs who are involved. It was felt a better way to get this information would be to circulate a specific questionnaire with questions. Cait will bring this feedback back to the group to consider an alternative way to determine experience of those working on caBIG

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Action Items:				
	Name Responsible	**Action Item**	**Date Due**	**Notes**
	Cait Cusack	Give feedback to group on request for CVs	June 11, 04	